

Project Close-Out

Archiving

| | |
|-----------------|--------------|
| Initial Release | 1.0 |
| Date: | January 1997 |

Collecting Project Data

Following preparation of the Project Report, the project database is archived. Historic project data is an important source of information to help improve future projects.

The specific information that is archived for a project will vary between state organizations. Typically, the following project data is archived:

- Project Plan
- Project Management Review
 - Correspondence
 - Meeting Notes
 - Reports
 - Contract Files
- Technical documents
- Files, program, tools, etc. that had been placed under configuration management
- Other information

All the hard copy records should be stored following standard state record retention guidelines. Many of the technical records and automated versions will be turned over to state personnel responsible for maintenance and operation of the system. Summary technical information should be electronically stored for historical reference to facilitate later review. The project archive includes a description of the files being submitted, the application (including version) used to create the archived materials, and a point of contact if further information is needed.

The summary project management information collected includes, information such as a description of the project, a project organization chart, budgeted and actual cost, and budgeted and actual schedule. Assumptions associated with the project budget values and budget changes that were documented throughout the project are included in the archive.

How is the Archived Material Used?

Building a repository of past projects serves as both a reference source for estimating other efforts and as a training tool for state project managers.

Project archives can be used when estimating projects and in developing metrics on productivity of the development teams. Use of past performance metrics for estimating future work provides the best source for future estimates. When sufficient project data is collected over time, the state may be able to develop an experience database that will help to make strong estimates and develop realistic project plans.